

Appendix B

Commonwealth of Virginia Database Index Reporting Form	
1. Public Body Name & Numeric Code: MOUNTAIN EMPIRE COMMUNITY COLLEGE #499	4. Point of Contact:
2. Database Title: 2	5. Phone Number:
3. Database Acronym:	6. Signature & Date:
<p>7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</p> <p>No Computer Databases Created</p> <p><i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>	
8. Date of Last Update:	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
<p>10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</p> <p>a. <u>Format</u> b. <u>Cost</u></p>	

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97